



PLEASE POST

POSTING DATES: October 29, 2009 thru November 5, 2009
DIVISION: **VISTAS NUEVAS HEAD START**
POSITION TITLE: **Assistant Teacher I/School Service Assistant**
DIRECTLY RESPONSIBLE TO: Center Administrator

GENERAL STATEMENT OF DUTIES:

The Assistant Teacher I is responsible for assisting in the provision of a safe, nurturing learning environment for children and their parents. They are required to assist with planning and assessment of the individual needs of children. They assist in the planning of activities that reinforce the program philosophy and promote developmentally appropriate activities. The Assistant Teacher I work with the teacher and volunteers in the classroom to build a team approach to educating children.

Must complete food handlers, First Aid and CPR classes; pass requirements for licensing including criminal clearance, FIA clearance and drug screen.

QUALIFICATIONS:

High School graduate or G.E.D.

Provide documentation of experience (volunteer or employed) working with preschool children in a group situation.

Classes of up to three (3) college credit hours per year.

Also, participate in on-going program training activities.

Documented experience working with parents and children in a classroom setting. Experience in a preschool/E.C.E. classroom is preferred.

NOTE: Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW Code of Ethics and Incorporate Continuous Quality Improvement efforts into their everyday performance.

RELATED KNOWLEDGE, SKILLS AND ABILITIES:

Good oral and written communication skills.

Able to read, write, and communicate in standard English.

Ability to write clear and accurate reports.

Good organizational and time management skills.

Able to maintain confidentiality of all discussions and records.

Must be resourceful, patient, and sensitive to the needs of staff, children and family.
Must be culturally sensitive to work in a diverse community.
Must be physically and mentally capable of performing the duties of the classification.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Assist in the planning and implementation of lesson plans.

Assist in maintaining a safe, healthy, and developmentally-focused learning environment for the children.

Assist in taking ongoing anecdotal notes in order to monitor children's individual development.

Communicate ideas, problems, and concerns to the teacher.

Lead small groups and large groups of children in a variety of activities planned in conjunction with the teacher.

Check daily routine and lesson plans on a daily basis.

Plan time to assist with the preparation of proper materials.

Assist teacher with two (2) home visits and two (2) parent teacher conferences yearly.

Perform related tasks and required tasks as outlined by the program.

Must be involved in ongoing professional development.

Must work to recruit children for the program and assist to maintain enrollment.

Must participate in all program sponsored activities, including community events.

Act as a resource person for parents.

In working with children with special needs, you are expected to:

Assist in implementing the Individual Education Plan (IEP) developed for children with disabilities and their families.

Write progress notes of special needs children and include in child's folder.

Care for the special needs of children.

Encourage independent participation of special needs children in all aspects of the program.

EQUAL OPPORTUNITY EMPLOYER

Please send resume:

Matrix Human Services, Human Resources Department

120 Parsons Street, Detroit, MI 48201

(313) 831-1000 (313) 831-9139 (FAX)

Email: dnewing@matrixhs.org

MATRIX
JOB DESCRIPTION
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